

2 November 1956

MEMORANDUM FOR: Chief, EE/Administration

SUBJECT: Review of EE Division Administrative Plans

1. EE/Budget has made a review of the administrative plans currently in effect for EE Division projects. Attached is a review of the plans and recommendations of this Section for your study.

2. Although the concept of administrative plans was developed, among other reasons, for the purpose of modifying Agency regulations where required, in practice the administrative plans are devoted primarily to budget, used in the broad sense of funds management and control, and to financing procedures. In those cases where cover, security, personnel, and organization are involved, it is usually in reference to funds or reiteration of certain portions of Agency regulations and procedures.

3. The review of the administrative plans has been divided into four elements:

Within its respective category the authorities, procedures, and limitations contained in each plan falls into easily identifiable patterns.

4. EE/Budget concludes that in general the administrative plans for [redacted] satisfactory. The plans applicable to [redacted] however, cannot be accepted as completely satisfactory. The major objections to the plans and recommendation are attached.

[redacted]
Chief, EE/Budget

Attachments:

- I - Principles of Administrative Plans
- II - [redacted]
- III - [redacted]
- IV - [redacted]
- V - [redacted]
- VI - Conclusions and Recommendations